

Executive Registry

84 - 9865

7 November 1984

MEMORANDUM FOR: See Distribution

FROM: Executive Secretary

SUBJECT: Reduction of Paperwork

1. On assuming my current position, I began a review of the functions and responsibilities of the Executive Secretariat, with a view toward what was done that could be improved and/or what was done that should be changed or eliminated. I do not believe in change for change's sake; however, I do believe it is worthwhile to review the functions of an office like the Executive Secretariat periodically to make sure the work best meets the needs of its customers.

2. Over the last two months, I have been examining the potential value of various Executive Secretariat "products." There are three -- the Director's Daily Journal, the "While You Were Gone" memo, and the DCI Checklist -- whose value I question in their current form. Therefore, I propose to take the following actions with respect to these three products.

The Director's Daily Journal (DDJ)

3. When originally conceived, this was an all-source document which gisted both incoming and outgoing correspondence, etc., processed by the Executive Registry and Executive Secretariat each day. It was intended to provide senior agency managers, on an "Eyes Only" basis, an unofficial record summary of the daily mail and its disposition.

4. The DDJ provided a means whereby someone who should have gotten something, but didn't, could bring that matter to the attention of the Secretariat and have the error corrected. (There have been a very small percentage of instances where this has occurred; in most cases where someone else should have seen it, one of the addressees brought that to the attention of the Secretariat or Registry.) By far the greatest number of requests for copies of documents to individuals not included on the original routing came from those who just wanted to be kept informed; interestingly, many requestors were those who should not have had access to the DDJ.

5. Over the past four years, the value of this product has declined appreciably because its comprehensiveness has been limited for these reasons:

- (1) The classification of the DDJ has been limited to the Secret level; and
- (2) Almost no DO and other sensitive material is included.



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As a result, the DDJ is no longer an accurate reflection of the material processed by the Executive Secretariat/Registry.

6. Proposal: Given the manhours required to prepare this, admittedly, incomplete document, I propose that it be discontinued. Anyone who wanted/needed to know the disposition of incoming/outgoing correspondence could avail themselves of ER records. Before making this change, I invite your comments. In the absence of any negative comments, I would propose to implement this on 1 December 1984.

"While You Were Gone" Memo

7. Whenever the DCI and/or DDCI was about to return from a prolonged absence, the Secretariat sent a memo to all Deputy Directors and Heads of Independent Offices requesting a report of any significant activities which should be brought to the DCI/DDCI's attention.

8. Action. Such taskings will no longer be issued by this office. Reason: Each senior manager already provides a report of weekly activities to the EXDIR and this should include items worthy of DCI/DDCI attention. Furthermore, each Deputy Director and Independent Office Head knows, without being asked, when and if they have something they want brought to the DCI/DDCI's attention upon their return.

DCI Checklist

9. When this was instituted many years ago, it had the merit of providing, in one place, information about what was going on that might be useful to Deputy Directors and Heads of Independent Offices. It has, however, like Topsy, grown over this same period of time as it incorporated new categories of information.

10. By and large, however, most of the information contained in the Checklist today is either redundant, incomplete, or OBE by the time it is received by you, the customer. To illuminate these points, I have attached a copy of the current Checklist (Tab A) as well as other documents -- available to you all -- which do the job better. The following comments -- relating to the different categories of information contained in the Checklist -- point up why it may be less than useful:

- a. VIP Travel: This section is more fully, and better, presented each Tuesday in the back of the "Current Intelligence Highlights" (CIH) -- available to you all each morning. (See Tab B)
- b. NFIB/NFIC Activities: The information contained here is extracted from a NIC document, produced every Friday, entitled, "Status of Interagency Work In Process" (See Tab C). This more complete document is available to each of you. In addition, the NIC publishes the "National Intelligence Council Production Plan" on a quarterly basis (See Tab D).

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- c. Cabinet/NSC/SIG Activities: This, too, is contained at the back of the CIH each day (See Tab E). Furthermore, because of the constantly changing nature of such meetings, the schedule appearing in the CIH is more accurate.
- d. LLD Briefings: Here, again, the Checklist, coming out as it does only once a week, is always behind the power curve. OLL puts out a weekly Legislative Liaison Calendar (Tab F) which it updates daily. This would be of infinitely more value to those interested in such activities.
- e. Key Appointments: The last page of the Checklist is devoted to this information. Once again, the CIH each day contains the major events on the DCI/DDCI's calendars (Tab G). Given the constantly changing nature of individual calendars, that which appears in the Checklist bears the least resemblance to reality of anything in the Checklist itself. Finally, given the current FOIA legislation, I am chary of replicating any individual's calendar in any way; that should be left to the discretion of the office of the principal concerned.

11. The only regular items appearing in the Checklist which have not been treated above include: EXCOM meetings; Comptroller Activities; and IG Activities. In each of these cases, there has never been more than a two line entry, and I wonder whether anyone who does not already know of these events learns anything from what is contained in the Checklist.

12. Action. In order to eliminate unnecessary paper work, and since the Checklist consumes considerable manhours and is of questionable value, I am ceasing its issuance. If, and as, anyone suffers significant withdrawal symptoms over the next few weeks, please let me know and I will look into what might be needed to meet your requirements. As the newly installed AIM Executive Net becomes more a feature of our lives, I hope to use it to provide useful information to all senior Agency managers.

Conclusion

13. I trust none of the actions mentioned above will cause any inconvenience. I would rather use the resources available in ways that are of greater benefit to senior Agency management. To that end, if there are any ideas, gripes, etc., regarding the Secretariat and/or Registry, please let me know.



Executive Secretary

Attachments:
As stated

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Director of
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National Intelligence Council Production Plan

1 October 1984-30 September 1985

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Office of Current Production and Analytic Support

The Operations Center

25 September 1984

NOTE FOR THE DCI

The following meetings have been scheduled for the dates indicated.

Tuesday, 25 September

1400

**Interdepartmental Group Meeting
CBW
(At State, Room 6530, Attendees**

1445-1545

**National Security Council Meeting
Telecommunications Security
(OEB Room 208, (President will be in
Attendance), Principals Plus One (DDCI)**

Wednesday, 26 September

N O M E E T I N G S S C H E D U L E D

Thursday, 27 September

1400

**Cabinet Council on Natural Resources Mtg
Naval Petroleum Reserve
(Cabinet Room, Chaired by the President,
Principals Only)**

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